

Library Policy

MSRUAS/REG/LIB POL-02/2019-20



**RAMAIAH
UNIVERSITY
OF APPLIED SCIENCES**

Pro Vice Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

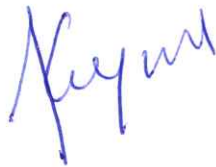
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This Policy entitled "Library"
is applicable to all students, staff and faculty members of MSRUEAS
from the Academic Year 2019-20
(As per the SRAs of the respective Faculty)



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Policy Amendment Record Sheet

Sl.No	Sec. No.	Rev. No.	Details of Amendment	Reason for Amendment
1	A.1	1	Addition of Faculty	One new Faculty added
2	A.6	1	Additional Services	Fourteen new services added

A. Library and Resources

A.1 Preamble

The library is a treasure of knowledge. It is a very important entity in an academic institution. Although it is considered as a repository or depository of knowledge, the perennial enrichment to the repository or depository stems from the assimilation, augmentation, authentication, and eventual advancement of knowledge, which needs dissemination. In this perspective, the library is a source to transform an educational institution as a cradle of knowledge. It is one among the “must avenues” to nurture and harness the learning and intellectual potentials of students and teachers. The prevalent ambience in a library is also a reflection of the academic zeal, aspiration, and the reach the institution offers to its stakeholders. The tranquility and atmosphere of calmness omnipresent in the library offers an impetus for focus, rigor, transformed phase for deeper thinking and the ability to concentrate for more time than usually possible with other surroundings or settings.

A well-equipped library serves as a foundation upon which individuals can build their path to self-improvement, benefiting not only themselves but also the community and the nation at large. In any educational institution, a library is an essential asset. Without it, the task of imparting education becomes challenging, as it is a source of invaluable knowledge. The library's primary function is to acquire, organize, and preserve various learning resources, making them accessible to faculty and students for their educational and research endeavours.

M. S. Ramaiah University of Applied Sciences, comprising of 7 Faculties, provides a wide range of undergraduate, postgraduate, and Ph.D. degree programs from various disciplines across two campuses. The University fosters a highly conducive environment for academics, crucial to the progress of all learners. Libraries are situated within MSRUAS Faculties, play a pivotal role in supporting the academic initiatives. These libraries have actively contributed to education by offering referral services, information, and teaching resources over the years.

In the Peenya campus, there is a library catering to the Faculties of Engineering and Technology, Art and Design, and Mathematical and Physical Sciences. Similarly, in the Gnanagangothri campus, libraries are there in Faculties of Dental Sciences, Pharmacy, Hospitality Management Catering Technology, Life and Allied Health Sciences, and Management and Commerce.

A.2 Scope of this Policy

The library policy of MSRUAS is prepared to ensure equitable access to diverse academic resources, fostering interdisciplinary research, and promoting a collaborative learning environment, thereby enriching the educational experience of the students and faculty members across various disciplines in the two campuses. In addition to the contents in Version -1, this policy covers the additional services being offered as mentioned in Section A.6 to facilitate the seamless integration of library services tailored to the unique needs of each Faculty, enhancing the overall scholarly landscape of the institution.

A.3 Human Resources for Library

The field of library science has evolved into a multifaceted profession, demanding intricate and specialized expertise. This expertise encompasses various aspects such as personnel management, financial administration, book collection, development, and information services. A contemporary library must strategically plan its operation to meet the needs of its readers effectively. It should be adaptable, constantly improving, and expanding in response to changing demands. Universities are engaged not only in teaching but also in research, expansion, publication, and innovation. Consequently, their libraries are expected to actively participate in these diverse activities. To fulfill the diverse roles within a library, it is imperative to have skilled and qualified professionals in the field.

MSRUAS shall maintain a well- defined organizational structure for a library to cater to the needs of the seven Faculties. Each of the Faculties shall maintain a separate/individual library and the following shall be followed for equipping the library with personnel.

- The library shall be equipped with the requisite number of personnel to attend to the needs of the respective libraries.
- Reporting officers shall be explicitly and clearly mentioned.
- Job description, roles and responsibilities shall be clearly defined including developmental activities, daily operation and maintenance, technical services, and supervisory activities.
- Identify training needs and upgradation of knowledge and skills for the development of the library.

A.4 Library Budget and Finance

The library budget refers to the financial allocation designated for acquiring learning resources and enabling access to information covering both internal and external nature of resources. The annual allocation shall be divided into several components, including books, periodicals (subscriptions and renewals), online resources procurement, as well as funding for furniture, equipment, maintenance expenses, and contingencies.

The primary financial resources for the library could be any or all the following:

- University Funds
- Library Fees
- Projects
- Programme – Specific Grants

The secondary sources of income either in cash or kind for a library could be:

- Overdue charges
- Reprographic services
- Donation of books

A.5 Library Committee (LC)

A LC shall be constituted with the Vice-Chancellor as the chairperson and the Registrar being the Vice-Chairperson. The Dean of the Faculty, Heads of the Departments in the Faculty, and the Librarian shall be the members of the committee. A Professor/Chief Librarian/Librarian shall be the Professor-in charge for the library and the member secretary of the committee.

The LC shall meet at least twice in six months period of an year to review the operations and initiatives of the library. The member secretary shall record and circulate the MOMs for consideration and approval of HOD/Dean, Faculty, PVCs, Registrar, and the Vice-Chancellor.

A.5.1 Objectives of the LC

The following shall be the general objectives of the committee:

1. To provide general directions to the library.
2. To review, rewrite, and approve library procurement process as contained in the library manual.
3. To approve online database subscriptions.
4. To develop procedures for usage of library facilities
5. To conduct performance review of the library activities in line with the academic programmes offered by the university.
6. To develop process for improvement of library collection development as contained in the library manual, as deemed necessary.
7. To monitor advancements in technology, networking, automation, and adopt it suitably.
8. To develop action plan for the progression of human resources, facilities, and services in the library.
9. The committee shall be bestowed with the power of write off/loss of books any kind on reasonable ground may be implemented.
10. Any other function as per the guidelines of senior leadership of MSRUAS

A.6 Services offered by MSRUAS Libraries

Each of the libraries in MSRUAS shall offer the following services:

- i. Circulation Service
- ii. Reference Service
- iii. Referral Services
- iv. ICT Enabled Services

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- a. Institutional Repository (New in Version -2)
- b. Online Public Access Catalogue (OPAC)
- c. CD-ROM Search (New in Version -2)
- d. E-Mail Alerts (New in Version -2)
- e. Photocopying services in FDS
- f. Internet Services with Wi-Fi (New in Version -2)
- g. Mobile App (New in Version -2)
- h. Shodhganga Indian ETD Repository of Doctoral Thesis, INFLIBNET Centre (New in Version -2)
- i. Subscription of E-Resources (New in Version -2)
- j. Indian Research Information Network (IRINS) (New in Version -2)
- k. Surveillance System (New in Version -2)

- v. Remote Access Service (New in Version -2)
- vi. Swayam Learning Center (New in Version -2)
- vii. Library Extension Service (New in Version -2)
 - a. Orientation of library activities to users
 - b. Display and Intimation of new arrivals
 - c. Book Exhibition
 - d. Organizing Seminars/Conference/Workshop, etc. (New in Version -2)
 - e. Fire Alarm and Extinguisher (New in Version -2)

- viii. Maintain and provide access for Digital Library

- ix. Inter library loan service.

A.7 Procurement of Learning Resources

Acquiring educational materials is one of the significant responsibilities of the library. The library shall systematically build its collection by evaluating, selecting, processing, and providing access to users. Every addition, be it books, journals, or online databases, shall undergo a rigorous selection process. Given the lasting impact of the collection of educational materials and significant investment of funds, the LC shall carefully plan, develop, and adhere to the crucial procurement policy for its library.

A.7.1 Procurement of Books

Students and faculty/staff members shall recommend books for essential reading, reference and handbooks on relevant courses and domains. The same shall be vetted by the respective HoDs/ Deans. Procurement of recommended reading materials shall be initiated only after the approval of the approving authorities as per the norms of the purchase policy.

A.7.2 Subscription of Journals

The list of journals to be procured/renewed shall be clearly ascertained from the user departments, regulatory norms, and the budgetary planning of the University. After the due approval process, the procurement process shall be initiated. The procured/renewed journals shall be sensitised for wider usage and made available in a timely manner.

Back volumes of procured journals shall undergo binding and cataloguing on an annual basis.

A.7.3 Procurement of e-Resources

Electronic Resources or e-resources shall include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

The library shall recognise the requirement, seek access temporarily, analyse usage statistics, and perform the cost-benefit analysis, seek mandated approval, and then initiate the process of procurement through the LC.

A.8 Maintenance of Files and Records

The transactions of all the activities/procedures/etc. in the Periodicals Section shall be carefully and properly recorded for the relevant information and documentation. The library shall document all activities and maintain records including:

- i. Journal Subscription Registers
- ii. Approvals
- iii. Bills/Payment Register
- iv. Subscription/Purchase Orders
- v. Delivery Note file.

A.9 Display and Stacking

The library facilities and layout shall be planned to ensure proper display and faster retrieval by the users. It shall be ensured that:

- i. Books retrieved are restored as per fixed schedules.
- ii. Availability of attendants near each unit of Stack.
- iii. Continuous review of the shelf shall be done for timely identification of misplaced books.
- iv. Trace out books that are untraceable by users in the quickest possible time with documentation.
- v. Stacks shall be labelled to facilitate ease of storage and retrieval.

A.10 Circulation of Resource Materials

The circulation of resource material in the library is a vital aspect of library management and ensures efficient access to the available resources for the library users. The library shall have a systematic process for lending and returning books, periodicals, multimedia materials, and other resources to and from the patrons/users of the library.

The circulation function shall cover the following activities:

- i. Supply and returns of learning materials.
- ii. Attending to Users' queries regarding library rules and regulations
- iii. New users registration
- iv. Inter library loan service.
- v. Maintenance of Library Software and updating of user data
- vi. Overdue Reminders
- vii. Issuing No Due
- viii. Orientation regarding library and Digital Literacy
- ix. OPAC access and Reference assistance
- x. Overseeing weekend operations

A.10.1 Issue and Return Procedure

A succinct explanation for the issue and return procedure shall be as follows:

- i. Proper sequencing of activities shall be followed to issue and receive the resource materials. Borrowing entitlements shall be clearly defined and followed.
- ii. Charges towards Overdue, loss of resource materials, damages and misuse shall be notified explicitly and transparently.
- iii. Theft and misuse of library resources shall be viewed seriously. The library shall bring to the notice of the Dean of the Faculty to ensure further action.

A.11 Stock Verification and Write Off

Physical verification of library stock shall be carried out to identify misplacement, losses, cross verification with book stock, and mutilation for repair or weeding out. The library stock verification shall be carried out as per the schedule and processes laid out in the library manual.

A.12 Preventive Measures

The library shall initiate proactive measures to prevent loss, mutilation, and misplacement. The measures could be the following:

- i. Shall adhere to close access for rare books and specialized collections.
- ii. Shall monitor the to and from movement
- iii. Shall provide sufficient lighting, usage of technology for detection of pilferage
- iv. Shall employ sufficient staff for library operations